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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/OTR

DATE: 25 January 1956

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report #4
18 - 24 January 1956I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES1. Overseas Training Support

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JOB NO. 29 FILE NO. 29 DOC. NO. 29 NO CHANGE
 IN CLASS/ DEC CLASS/ CLASS CHANGED TO: TS SC RET. JUST 22
 NEXT REV DATE 09 REV DATE 02/27/56
 NO. PGS 15 CREATION DATE 02/27/56 TYPE DOC. 02
 REV CLASS C REV CCORD. AUTH: HR 79-3

e. The current status of the films on Communism: a) Nightmare in Red, and b) Curtain Up on Communism, for showing at an overseas station in WH, is as follows:

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1) Curtain Up on Communism--available, but due to classification, the film would not be appropriate for the planned project.

2) Nightmare in Red--the film may be made available to the Agency for retention, if so desired, with the following stipulation: that the film be shown only internally to cleared personnel or staff agents. Graphics Register/OCR has contacted the source directly to learn whether the control may be lifted from the film.

2. Reproduction and Printing

a. The 23 January issue of the Instructors' Guide to Current References has been received from PSD/LO and distributed.

b. Studies in Intelligence, Issue No. 2. Advance copies of the publication have been received by ISB. The bulk of the printed copies will be disseminated according to the listing submitted to PSD/LO [redacted]

c. The American Thesis. 100 copies, new format, were received from PSD/LO and delivered to Library Section for distribution, as requested.

3. Bibliographies and Research

a. Bibliography on Africa. The final editing of the material is currently being completed.

b. ORR has recently published an Escape and Evasion bibliography; copies have been disseminated only to offices in ORR and the OTR Library for comment. The copies have been sent to the Training Staff [redacted]

c. A set of Shorthand Instruction tapes used for Clerical and Stenographic training are being procured on loan for the Clerical Training Staff.

[redacted]

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4. Training Aids Completed during the Week

- a. BS/Operations Support. Mounted, framed and artwork on one large photo wall map.
- b. BS/Management Course. Design and artwork of three charts.
- c. LANG.
 - 1) Exhibit panels for Area Reading Room, I Bldg.
 - 2) Artwork on 1 map sheet of Germany.
 - 3) Layout and design, plus 10 ozalid copies, of 1 chart.
- d. OS/War Planning. Miscellaneous cards: total--7.

5. Arrangements are being made for a technician from the Audio Aids Section to assist [redacted] in transferring three to four hours of debriefing from dictaphone belts to recording tape and editing same for use in the ACO course. The debriefing consists of approximately sixty dictaphone belts; the job of transferring and editing should require the technician's services for two to three weeks.

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6. Attendance at Language Films

19 January	Russian	6
24 January	French	4

7. Personnel

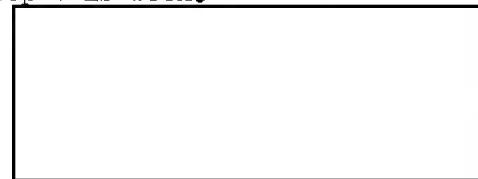
a. [redacted] attended the Conference on the Practical Utilization of Recorded Knowledge sponsored by the Western Reserve School of Library Service in Cleveland, Ohio, 16-18 January. This conference was attended by 600 professionals from business, government, science, industry and others concerned with advanced machine methods of recording, filing and retrieving information.

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b. [redacted] is spending several hours each day this week at the Cataloging Section in OCR in order to bring our filing of book cards fully in line with the OCR filing system.

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c. The personnel of the Visual Aids Section are attending the Fourth Annual USDA Film Workshop this week.



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